

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER**

**OFFICE OF TRAINING
FINANCIAL FRAUD INSTITUTE**



**Money Laundering and Asset Forfeiture Training Program
(MLAFTP)**

**Statement of Requirements
and
Process for Site Selection and Hosting the Training Program**

08/02

To fully understand the MLAFTP and the support necessary for the successful delivery of the program, five documents are attached:

1. Statement of Requirements.
2. Letter of Intent.
3. Sample Program Registration Form (student roster).
4. Sample Financial Reimbursement Form.
5. Model schedule of the training program.

Your organization should review these documents thoroughly. If your organization decides to sponsor the training program, ***you must complete the Statement of Requirements and Letter of Intent*** and return them to the Financial Fraud Institute (FFI) ***at least 120 days prior to the start date of the program***. If there are any questions, please call 912-267-2314.

The scheduled dates for the delivery of the program are posted and available at www.fletc.gov/ffi/ffi_home.htm. Proceed under "Table of Contents" to the appropriate fiscal year (FY) at "Schedule for FY-XXXX" (the U.S. Government's fiscal year starts in October). Use these dates in your Letter of Intent, as the requested dates for the delivery of the program at your location. Should you be considering other dates than as posted on the web site, contact the FFI/MLAFTP Program Coordinator prior to completing the Letter of Intent.

The Syllabus for the training program is available at www.fletc.gov/ffi/mlaftp.htm or by phone (912-267-2314) or written request (FLETC, FFI, Bldg. #210, Glynco, GA 31524). At times, the instructional content of the program may undergo minor revisions due to changes in the law, etc., prior to amending the Syllabus; however, the attached model schedule will reflect any such modifications.

Money Laundering and Asset Forfeiture Training Program

Process for Requesting the Training Program

The Financial Fraud Institute (FFI) and your organization will work together to plan for the delivery of this program in your area.

The FFI will deliver the MLAFTP, as requested, at any appropriate training site in the United States. Considerations for selecting delivery include:

1. **Need.** Potential host agencies, organizations, or jurisdictions should have a demonstrated need for this training.
2. **Geography.** The FFI attempts to regionalize training. Your organization may solicit from other States.
3. **Training facilities.** The attached "Statement of Requirements" outlines the facility (site) requirements needed to deliver this program.
4. **Receipt Date.** The FFI considers requests to deliver the MLAFTP on a first-come, first-serve basis.

To request the delivery of the MLAFTP program in your area, your organization shall send the request (Letter of Intent, as attached) by mail to FLETC, Financial Fraud Institute, Bldg. #210, Glynco, GA 31524, or FAX 912-267-2500. **The FFI requires that a telephone inquiry occur before submitting a letter of intent.** The letter of intent shall include:

1. Dates you are requesting the program be delivered (refer to the posted dates on the FFI web site as addressed on page 2).
2. The location where the program will be held.
3. The point of contact within your organization that will be **responsible** for planning the training program.
4. A statement citing your organization's demonstrated need for this type of training.

Money Laundering and Asset Forfeiture Training Program

Statement of Requirements

Background

With the assistance of your organization, the Financial Fraud Institute (FFI) will present the Money Laundering and Asset Forfeiture Training Program (MLAFTP).

The FFI will provide the following:

- ◆ Instructional cadre, one of who will be the FFI on-site Program Coordinator for administrative and logistical issues related to the training program.
- ◆ Training manuals/handouts, student evaluation instruments, audiovisual aids (except projection screen), and other training program related materials.
- ◆ A final class roster of students attending the program.
- ◆ Certificate of Completion of training to each participant successfully completing all instructional components of the program.

Upon completion of the program, and normally within 30 days, the FLETC Budget and Finance Division, with program input from the FFI, will bill each student's organization for the actual cost to the FLETC for delivering the program. The training is provided at actual cost to the FLETC and as such, the FLETC will bill only for incurred expenses.

Host Organization Student Selection Criteria

Selection criteria for the MLAFTP participants include the following:

1. Participants must be sworn members of Federal, State, or local law enforcement agencies, or members of the Department of Defense.
2. Non-sworn members of Federal, State, and local law enforcement agencies or criminal justice agencies that would benefit from the training (i.e. attorneys, intelligence analysts, etc.). FFI depends on the discretion of the Host Organization to make such a determination.

Host Organization Requirements

The sponsor or host organization must agree to provide program-planning support and on-site support while the MLAFTP is being presented. To successfully present the MLAFTP, many tasks must be accomplished. Most of the coordination and preprogram planning will be accomplished by the FFI. However, the host or sponsor must fulfill the critical tasks listed below noted with an asterisk (*). Requirements listed, but not identified with the asterisk, will be jointly coordinated or negotiated while considering the location of the training, availability of required resources, and availability of the host and FFI staffs to accomplish the tasks.

(*) **Indicates critical task essential for conducting the MLAFTP. The host or sponsor must accomplish these responsibilities.**

1. **Program:** Money Laundering and Asset Forfeiture Training Program (MLAFTP)
2. **Date:** _____.
3. **Location:** _____.
- 4.* **Marketing:** Marketing is the systematic advertising of a training program by chronology and region. This includes the timely release of information to law enforcement through various media. *Effective marketing strategies will eliminate the possibility of the cancellation of classes.* Approaching this marketing as a team effort will foster stronger relationships, fill classes, and guarantee a successful training program delivery.

The host or sponsor must promote, advertise, and solicit participants (as by student selection criteria) for the program through teletypes, verbal conversations, and mailing of information. The following marketing events, by the host agency are crucial to the success in the delivery of this program:

- The marketing process should begin *120 days* prior to the delivery of the program and intensify as the delivery date approaches.
- Release timely law enforcement training bulletins through various law enforcement information networks (i.e. law enforcement association newsletters, NLETS, POSTs, teletype messages, direct mailing, conference/committee presentations).
- Contact FFI for marketing media as needed.
- Coordinate with FFI to develop a sound marketing strategy that includes 120 day, 90 day, and 60 days advertising of the training program.

- The host agency has the **primary** responsibility for filling the program with students. However, if the host agency is experiencing problems with interested students, they should contact the FFI / MLAFTP coordinator for assistance. **This request shall be made at least 90 days prior to the program.**
- The cost to deliver this program is based on the actual cost to the government, i.e., for instructor travel, per diem and lodging at the government rate (if available), training materials, and shipping costs. The FLETC attempts to minimize all associated training costs to provide a reasonable program cost to participants. Upon completion of the program and normally within 30 days, the actual program cost will be billed to the student's organization. This amount is payable directly to the Federal Law Enforcement Training Center.

5.* **Student allocations:** Any combination of Federal, State, and local students will be accepted.

- **The host organization is responsible for recruiting a minimum of 24 students and a maximum of 30 students.** The minimum number of students is required to economically present the training program. Please do not exceed the maximum number of students that the program manager has established for the program. (NOTE: exceptions to the maximum number of students shall be negotiated with the FFI Program Coordinator 30 days in advance of program start).

6.* **Advance Student Roster, Financial Reimbursement, and Program Cancellation:**

- **Roster:** *A roster of students (as attached with all required information) enrolled in the program shall be received **45 days (minimum) to 60 days** prior to the delivery of the training program (sample student roster registration and financial reimbursement forms are attached).*
- **Financial Reimbursement:** Inclusive with the attached roster, is a written financial agreement, or reimbursable agreement that shall be established between the FLETC and the requestor prior to committing to the delivery of the program. The agreement will establish the contractual requirements and conditions, such as, a point of contact, a billing address, and the billing terms. These executed (signed) agreements will serve as evidence of budgetary resources available to the FLETC so that training and services can be provided. Each agreement *must be signed* by an authorized

agent of the requestor and the Comptroller of the FLETC to be valid. Agreements are required for all agencies attending the training program that will be making payments and having students enrolled. Agreements must be executed covering all students prior to the commencement of training. **No training is to be conducted prior to the reimbursement agreements being executed.**

- **Program Cancellation:** All requesting organizations are required to notify the FFI of any student cancellations at the earliest possible time, with such notification followed by written verification in a timely manner. By FLETC Directive (FD) 98-01 and 33-01 respectively, any failure of a requesting organization to notify the FFI of cancellation of a confirmed training quota or failure to seek other alternatives due to extenuating circumstances prior to **20 WORKING DAYS BEFORE THE SCHEDULED TRAINING DATE** will result in the following:
 - If the **required and minimum number of 24 students cannot be confirmed**, the *program may be cancelled* and the Host Organization notified of such cancellation.
 - **Forfeiture of the student/class training quota** and the space(s) allocated to another agency.
 - **Full payment of tuition costs** for the student/class training quota; this penalty may be waived if the agency failing to notify of a cancellation provides a substitute student/class.

7. Training facilities:

a.* Classroom

- ◆ Classroom should be large enough to accommodate the number of students enrolled.
- ◆ Seating with suitable tables and chairs to accommodate the number of students enrolled.
- ◆ One/two (preferred) flipchart easels with paper pads and colored markers.
- ◆ Chalkboard with chalk or whiteboard with erasable markers.
- ◆ Overhead projector (for both computer interface and transparencies).
- ◆ 35mm slide projector (optional).
- ◆ Large projection screen.
- ◆ VHS VCR (1/2") with television/monitor.
- ◆ Audio amplification system.

b.* Support Services

- ◆ An on-site coordinator from the host organization, available throughout the training day for the duration of the program.
- ◆ *Secured* Storage for classroom supplies and sensitive items during the program offering.
- ◆ Telephone access for long distance and local calls. Long distance calls will be at the expense of the caller.
- ◆ Fax machine access.
- ◆ Copy machine access.
- ◆ Access to a computer and printer.
- ◆ A breakout room to provide space for assembling classroom materials, conducting instructor meetings, and preparing presentations.
- ◆ High speed Internet connection (preferred) or the availability of a telephone line for modem access.

c. Other Services

- ◆ Refreshments: The FLETC is prohibited from using government funds to provide refreshments for the training participants. Though not required, the FLETC encourages such services by the Host Organization or voluntarily by the participants.

8. **Coordination of Statement of Requirements:** The following contacts are available for consultation regarding the statement of requirements.

MLAFTP Coordinator
FLETC, FFI
Building 210
Glynco, GA 31524
912-267-2314
FAX: 912-267-2500

PROGRAM HOST QUICK REFERENCE GUIDELINES

➤ As a Potential Host :

- ❖ Review the Statement of Requirements.
- ❖ Comply with all requirements as outlined in the Host Organization Requirements (particular attention to program marketing, the sample registration form, and the sample financial reimbursement form).
- ❖ Telephone the FFI Program Coordinator prior to submittal of the Letter of Intent.
- ❖ Subsequent to the telephone call and with FFI authorization, submit the Letter of Intent.
- ❖ In a timely manner, FFI will formally respond to the Letter of Intent.

➤ As the Program Host :

- ❖ FFI's Program Coordinator will forward the Program's Registration and Financial Reimbursement forms.
- ❖ Develop and initiate a sound marketing strategy.
- ❖ Maintain periodic contact with the Program's coordinator.
- ❖ Comply with all deadlines / time requirements associated with the minimum number of students and the information requested on the Registration and Financial Reimbursement forms.
- ❖ Finalize any and all training particulars with the FFI program coordinator two (2) weeks prior to the travel of the FFI program instructional staff.

PROGRAM SPECIFICS

➤ Length of Program :

The MLAFTP encompasses 1 week (36 hours), beginning on a Monday and ending on that Friday, with graduation scheduled at approximately 10:30 a.m. Travel days are Sunday and Friday after approximately 12 Noon.

➤ Standard Daily Schedule :

Morning Session	8:00 a.m. to 12 Noon
Lunch	12 Noon to 1:00 p.m.
Afternoon Session	1:00 p.m. to 5:00 p.m.

Classes are about 50 minutes in length with 10-minute breaks scheduled according to subject matter being presented and the status of any practical exercises.

All students will report to the classroom by 8:00 a.m. on the first day of scheduled training. If required, they should check in at their lodging on the previous evening.

The FLETC reserves the right to deny program participation to anyone with an unexcused late arrival.

On the last day of scheduled training, the program will conclude by 12 Noon. Each student should arrange transportation, taking into consideration travel to point of departure and other associated procedures, accordingly.

The FLETC reserves the right to deny a training Certificate of Completion for any student departing prior to the end of graduation without an acceptable excuse (individual matters are handled on-site on a case-by-case basis and may involve the student's agency).

➤ ***Dress Code :***

The dress code for the class is business casual (collared shirt/slacks for the gentlemen and slacks, blouse, pants suit, or dress for the ladies; NO jeans, shorts, T-shirts, etc.).

➤ ***Program Cost :***

The cost to deliver the program is based on the actual cost to the government, i.e., for instructor(s) travel, per diem and lodging at the government rate (if available), training materials, and shipping costs. Upon completion of the program and in a timely manner, the actual program cost will be billed to the student's organization. This amount is payable directly to the FLETC.

An estimate of such training cost can be provided prior to the scheduled training date.

➤ ***Student Travel :***

Travel, lodging, and per diem are the responsibility of the requesting agency and its attendee(s).

➤ ***Student Evaluation and Awarding of a Training Certificate of Completion :***

Evaluation of student performance is made during various practical exercises and/or assignments. Performance is judged by the actual ability of the student to satisfactorily complete the required tasks.

The student is **required** to attend all instructional components of the program. If a student does not attend all instruction and/or is late without an acceptable excuse (individual matters are handled on-site on a case-by-case basis and may involve the student's agency), the FLETC reserves the right to deny a training program certificate of completion.

Satisfactory completion of all instruction, practical exercises and/or assignments are a requirement for graduation, with the awarding of a training program certificate of completion.

Money Laundering and Asset Forfeiture Training Program

Letter of Intent

(Insert Name and Address of Agency)

MLAFTP Coordinator
Federal Law Enforcement Training Center
Financial Fraud Institute
Building 210
Glynco, GA 31524

Dear MLAFTP Coordinator:

We would like to conduct the Money Laundering and Asset Forfeiture Training Program at our location. We agree to provide all the logistical support outlined in the attached Statement of Requirements.

We request delivery of this training program during the following time(s)

1. _____
(Insert date training is needed)
2. _____
(Insert date of second offering, if needed, or alternate date of single offering)

Our designated point of contact for planning this training program with your staff is:

Name: _____ Rank/Title: _____
Agency: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ FAX: _____
E-Mail: _____

The training location will be:

(Insert name of the training facility)

Sincerely,

(Signature of Authorizing Official)

(Printed name of Authorizing Official)

(Title of Authorizing Official)

(Date)

Send or fax this completed form to:

MLAFTP Coordinator
FLETC
FFI, Bldg. #210
Glynco, GA 31524
912-267-2314
FAX: 912-267-2500

MLAFTP Registration Form

**** MONEY LAUNDERING ASSET FORFEITURE TRAINING PROGRAM ****

Class ID #: _____
Location: _____
Start Date: _____
Arrive Date: _____

End Date: _____
Depart Date: _____

FFI Program Contact:
FAX: _____
Phone: _____
E-mail: _____

	SSN	NAME	AGENCY	PHONE NUMBER	DUTY STATION	FAX NUMBER	E-MAIL ADDRESS
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



RETURN FORM BY: _____.

There are a limited number of seats available and each will be filled on a first-come first-served basis. In order to schedule the program and fulfill its requirements, this form, complete with all requested data, must be received by the FFI Coordinator on or before the return date. Please advise your attendee(s) that travel, lodging, and per diem are the responsibility of the attendee(s). Dress attire for the program is business casual (acceptable attire is slacks and collared shirt for the gentlemen and slacks, blouse, pants suit, or dress for the ladies; NO jeans, shorts, T-shirts, etc.).

The attached financial agreement/reimbursement must include all data and be inclusive with authorizing signature. Each agreement must be signed by an authorized agent of the requestor, the FLETC Program Manager, and the Comptroller of the FLETC to be valid. Agreements are required for all agencies requesting the training program that will be making payments for enrolled students. Agreements must be executed covering all students prior to the commencement of training. No training is to be conducted prior to the reimbursement agreement(s) being executed.

By FLETC Directive (FD) 98-01 and 33-01 respectively, any failure of a requesting organization to notify the FFI of cancellation of a training quota or failure to seek other alternatives due to extenuating circumstances prior to 20 WORKING DAYS BEFORE THE SCHEDULED TRAINING DATE will result in the following: 1) the program may be cancelled; 2) forfeiture of student/class training quota; and/or 3) full payment of tuition costs for the student/class training quota.

(Please note: If additional space is needed for registration of attendees than provided above, please attach a continuation document providing the same requested information).



FINANCIAL REIMBURSEMENT
to the
FEDERAL LAW ENFORCEMENT TRAINING CENTER

The _____ agrees to
(Enter your Agency's Name)
reimburse the Federal Law Enforcement Training Center (FLETC) for the actual cost of the training services as delivered. In a timely manner and normally within the month following the completion of the program, the FLETC will bill the authorizing Agency. Please provide the following information (all data must be provided):

PROGRAM FUNDED: Money Laundering Asset Forfeiture TP

XP_MLAFTP-

Location: _____

AGENCY: _____

ADDRESS: _____

CITY/STATE/ZIP CODE: _____

CONTACT PERSON: _____

TELEPHONE: _____

FAX: _____

E-MAIL: _____

TAXPAYER IDENTIFICATION

NUMBER: _____

OPACALC

FOR FEDERAL ONLY: _____

AUTHORIZATION

REQUESTING AGENCY _____

SIGNATURE

DATE

XX

FLETC _____

PROGRAM MANAGER

DATE

FLETC _____

COMPTROLLER

DATE

(NOTE: By FLETC Directive (FD) 98-01 and 33-01 respectively, any failure of a requesting organization to notify the FFI of cancellation of a training quota or failure to seek other alternatives due to extenuating circumstances prior to 20 WORKING DAYS BEFORE THE SCHEDULED TRAINING DATE will result in the following: 1) the program may be cancelled; 2) forfeiture of student/class training quota; and/or 3) full payment of tuition costs for the student/class training quota.)

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**FEDERAL LAW ENFORCEMENT TRAINING CENTER
MONEY LAUNDERING ASSET FORFEITURE TRAINING PROGRAM**

**MODEL
SCHEDULE**

LOCATION:

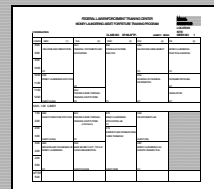
SITE:

WEEK NO: 1

COORDINATORS:

CLASS NO: XP-MLAFTP-

AGENCY: MIXED

CLASS NO: XP-MLAFTP-				AGENCY: MIXED	WEEK NO: 1	
HOURS	MON (1)	TUE (2)	WED (3)	THU (4)	FRI (5)	
8:00	WELCOME AND ORIENTATION	3103 FINANCIAL STATEMENTS AND ACCOUNTING	3062 CONCEALED INCOME ANALYSIS	3464 MAJOR CASE MANAGEMENT	MONEY LAUNDERING PRACTICAL EXERCISE	
9:00						
9:00						
10:00	FFI			FFI	FFI	
10:00	3185 MONEY LAUNDERING STATUTES			FFI	3514 SOURCES OF FINANCIAL INFORMATION	PROGRAM CRITIQUES
11:00		FFI		FFI		
11:00		3402 TRACING FUNDS THROUGH FINANCIAL INSTITUTIONS		GRADUATION		
12:00	GUEST (AUSA)	FFI	FFI			
12:00 - 1:00 LUNCH						
1:00	3480 ASSET FORFEITURE STATUTES	3402 TRACING FUNDS THROUGH FINANCIAL INSTITUTIONS (CONTINUED)	3075 MONEY LAUNDERING APPLICATION LAB FFI	3242 FBI DOCUMENT LAB		
2:00						
2:00			3178 DOMESTIC AND INTERNATIONAL FUNDS TRANSFER			
3:00	GUEST (AUSA)	FFI	GUEST (FBI)			
3:00	3240 METHODS AND TECHNIQUES OF MONEY LAUNDERING	3188 BANK SECRECY ACT / TITLE 31 FinCEN ORGANIZATION	3067 MONEY LAUNDERING: AN AGENT'S PERSPECTIVE			
4:00						
4:00						
5:00	FFI	GUEST (FinCEN)	GUEST (FRB)	FFI		
AFTER 5:00						